



**YOUTH COMMUNITY CORRECTIONS BUREAU
GREAT FALLS YOUTH TRANSITION CENTERS
STANDARD OPERATING PROCEDURES**

Procedure No.: YTC 140-3	Subject: PRIVILEGE SUSPENSIONS
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Applicable ACA Standards: 3-JCRF-3C-11, 3-JCRF-3C-12, 3-JCRF-3C-13, 3-JCRF-3C-14, 3-JCRF-3C-15	Revision Date:
Signature: /s/ <i>Kenneth McGuire</i>	Effective Date: 01/01/10
Signature: /s/ <i>Steve Gibson</i>	

I. CENTERS DIRECTIVE:

The safety of the community shall be considered primary. Should a resident be out-of-control, appropriate community resources to restrain their behavior should be used. Otherwise, short-term restrictions to the facility shall be used.

A separate confinement room shall not be provided in the facility. Separations shall not exceed one hour and, when used, shall require monitoring at intervals no longer than 15 minutes. Facility restrictions shall not exceed eight hours without authorization of the facility director or designee and, when used, shall require hourly monitoring. Facility restriction is limited to 48 hours without administrative hearing. All restrictions and privilege suspensions shall be logged, dated, and signed by the staff member implementing them, with a daily review by the facility director or designee. This procedure will be reviewed annually.

II. DEFINITIONS:

Privilege - A program activity available beyond the basic rights to regular meals, clothing, sleep, health care services, school, exercise, correspondence privileges, contact with parents, or legal assistance.

Facility Restriction - Maintaining a resident inside the facility or to facility grounds

III. PROCEDURE:

A. Youth Advisement of Privilege Suspension

Before any privilege suspension is enacted, the resident shall have the reason(s) explained to him/her and given the opportunity to explain their behavior. Privileges may include television, radio, or musical media; home visits or visits from friends; and recreational or other special activities outside the facility.

B. Documentation of Privilege Suspension

To ensure consistent and proper application of discipline procedures, all instances of privilege suspension and restrictions shall be logged, dated, and signed by the staff implementing the discipline procedure. This log shall be reviewed daily by the facility director.

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C. Separation

1. Occasionally a resident may lose control and require time to cool off. The separation may be in a common room, but not in a separate confinement room.
2. The following shall be provided to the resident during separation:
 - a. An explanation of the restriction and an opportunity to explain behavior before restriction.
 - b. Regular meals
 - c. Clothing
 - d. Sleep during regular sleep times
 - e. Health care
 - f. Religious needs
 - g. Staff assistance
3. During separation, staff shall have contact with the resident at least every 15 minutes to ensure his/her well-being and to communicate with the resident to ensure that he/she participates in the determination of the end of the restriction. All communication and/or contact during separation shall be recorded in the daily log.

D. Facility Restriction

1. A resident should not be restricted to the facility more than eight hours without specific written authorization from the facility director or designee. During any length of restriction, he/she should have a daily evaluation of behavior, and daily discussions, at a minimum, should be held to solve any problems and to determine a time to lift the restriction.
2. An administrative hearing shall be conducted to review the incident leading to a facility restriction if it is in excess of 48 hours excluding weekends and holidays. Such a hearing shall require the recommending staff to provide the facility director with a written, signed, and dated report prior to the hearing.
3. Any youth placed on facility restrictions will continue to participate in constructive day activities.

IV. CLOSING:

Questions concerning this procedure shall be addressed to the Youth Transition Centers Director.

V. REFERENCES:

None

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VI. ATTACHMENTS:

None